

**STANDARD OPERATING PROCEDURES (SOP)
FOR MARINE CORPS FOOD MANAGEMENT
INFORMATION SYSTEM**



REVISION 5

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MCMFIS REVISION 5 STANDARD OPERATION PROCEDURES

Chapter 1

1. Introduction. This SOP provides guidance to all personnel utilizing the Marine Corps Food Management Information System. WINDOWS MCFMIS is a class I system which automates procedures for requisitioning, storing, preparing, serving and accounting for subsistence supplies, and should be implemented in a manner consistent with referenced publications. These procedures are structured in accordance with the contained therein. The word "Food Service Office (FSO)" is synonymous with both military and contractor equivalent food service entities for the intentions of this SOP,.

a. Policy. All Food Service Offices (FSO) and Mess halls will use standard guidance provided below. All previous DOS versions of the software are no longer authorized for use. A copy of these procedures will be filed and retained in both the Publications Library and the WINDOWS MCFMIS turnover folder.

b. Responsibility. In an effort to provide uniformity in specified WINDOWS MCFMIS usage, each command will provide guidance to incorporate into local food service operating procedures.

c. Maintenance. All hardware maintenance on WINDOWS MCFMIS ADPE and subsequent upgrades or replacements will continue to be supported by NMCI. This Headquarters will retain responsibility for maintaining WINDOWS MCFMIS software.

d. Training. Initially WINDOWS MCFMIS was implemented by Food Management Teams. Food Service Officers/Managers will ensure adequate initial and refresher training on WINDOWS MCFMIS is obtained by all users. Assistance/training can also be obtained from Food Management Teams during scheduled visits. Request for Food Management Team assistance during non-scheduled visits must be approved by HQMC (LFS-4).

Chapter 2

1. Retention/Deletion of windows MCFMIS data. The server for WINDOWS MCFMIS is based at the Navy Annex; therefore electronic retention of data will be the responsibility of HQMC (LFS-4). FSOs must also retain data necessary as supporting documents to the SOAR and all subsistence receipt documents (reflecting food actually received and signed for) for a period of 2 years. Electronic documents may be stored on external storage devices or CD-ROM.

a. Retention of Information

(1) Menu Maintenance

(a) Daily Head count retention period is 1 year

(2) The following System Maintenance will be retained indefinitely for CONUS

(a) Inventory History

(b) Inventory Templates

(c) Issues>Returns to Stock

(d) Orders/Receipts

(e) Requisitions

(3) System Maintenance OCONUS

(a) Inventory History - 1 Year Minimum

(b) Inventory Templates - 1 Year Minimum

(c) Issues>Returns to Stock - 2 quarters and current quarter

(d) Orders - 2 quarters + current quarter

(e) Requisitions - 1 quarter + current quarter

(4) Electronic Documents (Saved on Hard Drive or Disk)

(a) Financial Reporting.xls - 1 per Qtr/def

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(5) Windows MCFMIS Logbook. Both the Mess hall and the FSOs will maintain a logbook to track the detailed use of WINDOWS MCFMIS. All software/hardware problems, to include program changes, updates, mistakes, correction of receipts or issues must be documented in a logbook. Mess halls should also identify changes, additions and deletions to menus, production areas, adjusted portions, or any other particulars specific to the individual Mess hall to ensure accuracy and continuity in the transition of personnel.

2. Retention of mess hall paperwork

a. The following paperwork will be retained for 3 months plus the current month:

- (1) Daily Cost Analysis
- (2) Man-Day Fed Report
- (3) Menu Cost Summary Report
- (4) Meal Verification Sheet (NAVMC 10789)
- (5) Cash Meal Payment Sheet
- (6) Inventory Group Movement Summary Report
- (7) Vendor Receipts
- (8) Receipt Report
- (9) Issue Report
- (10) Requisition Detail Report
- (11) Cost of Over Production Report
- (12) Physical Inventory Worksheet Report
- (13) Letter of Adjustment

b. Windows MCMFIS appointment letter. Retain for 2 years plus current appointment.

c. Purchase Orders. Retain until delivery day.

d. Production worksheets and pull sheets. Discard after input.

e. Menu scaled Recipes/Recipe Printing and the Purchasing Requirements Report. Discard after use.

3. Retention of documents in daily folder. The daily folders will consist of the following contents:

- a. Daily Folder Checklist
- b. Daily Cost Analysis
- c. Man-Day Fed Report
- d. Menu Cost Summary Report

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- e. Meal Verification Record Sheets (NAVMC 10789)
- f. Cash Meal Payment Sheets (NAVMC 10298)
- g. Inventory Group Movement Summary Report
- h. Inventory Value Report (After price changes and again after receipts)
 - i. Vendor bills/true bills
 - j. Receipts Report
 - k. Requisition Detail Report
 - l. Cost of Over Production Report
 - m. Physical Inventory Worksheet (as required)
 - n. Letter of Adjustment

Chapter 3

1. Windows MCFMIS functions

a. Orders. The Mess hall must use the Calculate Orders Requirements program to determine the amount of subsistence to be requisitioned. The Calculate Orders Requirements program calculates subsistence requirements through the headcounts associated with menu items within a user-specified date range, against the amount of subsistence on-hand and the amount to be used in production between the time of requisition and its delivery to the Mess hall. The calculated order amounts are then held as Vendor Orders for review and modification. Vendor Orders are then locked and transmitted from Mess halls to the FSO. Transmitted Orders will also produce an ASCII file of the order placed in the format used by STORES WEB. The ASCII file containing the requisitions can be transmitted to STORES WEB electronically through the HQ LFS server or via local a hard drive.

b. Reconciliation of bills. True billing documents and receipts posted by Mess hall must be reconciled between the FSO and the Mess hall. Previous plus current quarters documents related to this reconciliation must be retained

c. Menu-related functions. FSO must analyze the Master Menu financially and nutritionally using the WINDOWS MCFMIS menu costing and nutritional analysis programs (Menu Cost, Menu Nutrient Analysis, and Menu Total Cost Program) as outlined in the Hospitality Suite On-Line Manual. Menu costing will be used to assist the FSO in determining budget requirements and cost effectiveness of the Master Menu. A hard copy of the Master Menu must be provided to all Mess halls. The nutritional analysis program will be used in conjunction with assistance from local dietitian, if available. Dietary info will be posted conspicuously for Mess hall patrons to review.

(1) Menu Changes. The Menu Maintenance program will be utilized to maintain menus. When a menu has been temporarily altered, ensure that the original menu is re-established to coincide with the Master Menu. Menu changes must be approved in accordance with local SOP's or RGFSC, whichever is applicable.

(2) Production Programs. The following guidance is provided to ensure that the programs are consistent throughout all using units.

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(a) Production Worksheet Report. The Production Worksheet Report provides a list of all recipes and various portion sizes required for production of selected menus, meals, and dates. Production Worksheets will be printed by production area, and for each meal period. Exceptions will be Salad Bar, Beverage Bar, and Self-Service Bars. These Production Worksheets will be printed on the 1st day of every month to reflect current recipe changes. Once the products and quantities have been prepared and served, information on leftovers will be entered in Post Meal Counts as post meal history for future forecasting.

(b) Pull sheet. The Pull Sheet program provides a break out of all items necessary to produce the selected menu and meal. The WINDOWS MCFMIS Training Guide provides an option of printing a separate breakout list for each production area and or one consolidated breakout list. Mess halls will print out and issue a separate PULL SHEET for each production area.

(c) PREPREP. Refer to the MCFMIS 16.1 Training Guide for instructions.

d. Item-Related Functions. Food Items used in the Armed Forces recipes will be created and managed at HQMC (LFS-4) and transferred via the merge function. Veterinarian inspected residuals are non-chargeable, but still require accountability. Residuals must be built in the item-function program and will be accounted for using WINDOWS MCFMIS.

(1) Under the Prime Vendor concept, new subsistence items are being delivered directly to the Mess hall. All new subsistence items and receipts found to be incorrect must be identified to the FSO for development or modification. Local recipes are created or modified in the RECIPE module and new Purchasing Choices must be assigned or global changes should be made in Recipe Maintenance. FSO and Mess halls must maintain a listing of active Food Items in WINDOWS MCFMIS.

(2) Requisition In/Out. The Requisition In/Out function will be used for Inter-mess Transfers (IMT) and surveys only. Mess halls will only use WINDOWS MCFMIS generated reports for transferring of Items. The Mess hall selling the Inventory will contact the FSO and retrieve a transaction number.

(a) Seller will obtain an IMT number from Base Food Service (BFS) (BFS required information-seller posting date/buyer posting date/dollar amount/name of caller).

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(b) Print the transaction with prices.

(c) Both parties must sign IMT and post transactions on the same day.

(d) Submit printed copy with signatures to the FSO by the next working day.

e. Inventory-Related Functions. Inventory history of subsistence items, is tracked by WINDOWS MCFMIS. Any complete physical inventories taken prior to the end of the accounting period will be handled in the same manner as the end of the quarter inventory. Mess halls and FSOs will follow guidance either in the WINDOWS MCFMIS Training Guide under inventory-related functions tool and/or specific guidance outlined below.

(1) Taking Inventory. To take a physical inventory and print a report that calculates the extended dollar value of all items in stock, first create an inventory worksheet in WINDOWS MCFMIS. Once the worksheets are created, print and conduct a physical inventory of on-hand items. When the worksheets are filled out, the amounts on-hand are entered into the system, and an inventory value report can be printed out.

(2) End-of-the-Quarter Inventory. The following procedures will be followed when performing end-of-the-quarter inventory.

(a) Complete all work for the last day of the accounting period. Print copies of the Daily Cost Analysis (DCA) and Inventory Movement Details Report with only the "Physical Inventory/Adjustments" option selected for the entire accounting period.

(b) Create Inventory Worksheets for all storage locations, vendors, active and inactive Items. ENSURE THE **CACULATE ON HANDS AMOUNTS** SELECTION IS CHECKED.

(c) Print two copies of each Inventory Worksheet. One copy will be printed without calculated amounts (to be utilized by the person taking the physical counts) the other copy will be printed with calculated amounts (to be utilized by the subsistence clerk entering the data into MCFMIS)

(d) Conduct a physical inventory. Note the discrepancies between the amounts on hand and the computed

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amount on the subsistence clerk's copy of the Inventory Worksheets. These Inventory Worksheets will be maintained as part of your daily folder.

(e) Utilize the Adjust Inventory Levels program to adjust discrepancies. Set Adjustment date to **NOW**. Adjust necessary inventory levels. Then print an Inventory Movement Details Report with only the "Physical Inventory/Adjustments" option selected. This will display the cost of adjustment that you will require for your DCA adjustments column. This report will accompany your "Letter of Adjustment" request.

(f) If total cumulative variance (**Not** net gain/loss) exceeds the 1% of total consumed for the accounting period run the Adjust Inventory Levels program and set Adjustment Date to **BACKDATE**. Set date and time to the same date and time of previous adjustments.

(g) Adjust inventory amounts to previous levels and submit a Letter of Adjustment, in the request format, and wait for approval to adjust necessary inventory.

(h) The following reports will be signed by the Mess hall Officer. The DCA, Inventory Movement Details Report, Inventory Value Report and Letter of Adjustment (if required) will then be copied and sent to the FSO. The original will be filed in the daily folder.

(3) Letters of Adjustment/Mess Hall Tolerance Levels. To determine whether you have exceeded the 1% tolerance level, take the stores consumed dollar amount and any previous adjustments, then multiply it by 1%. This dollar amount is then compared to the dollar amount on the Inventory Movement Details Report. If the adjustment exceeds the 1% of consumed stores amount, then a letter of adjustment will be generated and forwarded to the Installation Commander having operational control for endorsement/approval to determine whether an investigation is deemed necessary. Instances requiring investigations include, but are not limited to, individual negligence or abuse. If the cumulative variance to the Mess hall subsistence inventory equals 1% or less of stores consumed for the accounting period, an adjustment to inventory is authorized, provided the total adjustments were not caused by individual negligence or abuse. Therefore, letters of adjustment must be in a format that informs the Mess hall Officer that adjustments have occurred. All letters of

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adjustment will be dated the same day the inventory adjustment takes place.

(4) Authorized Inventory Levels. Unless authorized by this HQ's, the total monetary value of subsistence items, both perishable and semi perishable, maintained in the Mess halls shall not exceed the maximum allowable monetary credits to the food service system for the accounting period (7% CONUS or 8% OCONUS) at the end of the accounting period. Commands requiring a higher inventory level must submit written request with full justification to HQMC (LFS-4).

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Chapter 4

1. Financial Reporting. Reports in the Excel (.xls) documents folder shall replace the WINDOWS MCFMIS generated DCA.

a. Inventory Value Reports

(1) In order to track price changes an Inventory Value Report must be printed for input into the Financial Reporting DCA before every price change and prior to posting any receipts or issues for that day. The Inventory Value Report is then filed in the daily folder.

(2) In order to track price changes on receipts an Inventory Value Report must be printed for input into the Financial Reporting DCA after all receipts have been posted and prior to conducting any issues for that day. The Inventory Value Report is then filed in the daily folder.

b. Basic Daily Food Allowance (BDFA). Refer to MCO P10110.14 and BDFA messages released quarterly by HQMC (LFS-4).

c. Holiday BDFA. Commands are authorized to supplement the BDFA by 25% for Thanksgiving Day, Christmas Day, and military Birthday (Marine Corps and Navy) meals. Other authorized supplements (10% and 15%) will not be used in conjunction with the 25 % supplement. This supplement will be utilized on the actual day the meal was served.

d. Subsistence Operational Analysis Report (SOAR). The SOAR shall be submitted to HQMC (LFS-4) via diskette or as an e-mail attachment. If resources do not permit appropriate submission, hard copy submission is authorized. The SOAR is due to HQMC (LFS-4) no later than the 15th day following the reporting period. If a late submission is required, a message or e-mail must be forwarded to this office advising of reason. Refer to the MCFMIS 16.1 Training Guide for instructions on completing the SOAR.